

## Introduction

The “How to Clear Vendor Profile Validation Errors” Quick Reference Guide is designed to provide the minimum steps necessary in understanding how to clear your Validation Errors in your Alerts Tab.

## Pre-requisite

You must have the Seller Administrator Role.

## Steps

### Step 1:

- a.) From the Home Screen once logged in, select the **Seller Administrator Tab** located at the top, right hand corner of the screen.

The **Alerts** page will display.

- b.) Click on the first Validation error link as highlighted. This will open up the electronic form with ALL Terms & Category questions.

**Note:** Generally, if you have completed this process, the page will default to the **General Tab** instead.

Buy4Michigan

Seller Administrator

October 22, 2014 2:25:07 PM EDT

Joselyn Chavez

Maintenance Home Page for: JR Group LLC

General Alerts

Overall Validation Errors

- Required Category - Business Structure selection required.
- Required Category - Delivery Zones selection required.
- Required Category - MAIN Registration Acknowledgement selection required.
- Required Category - EFT Registration Acknowledgement selection required.
- Required Category - Confidentiality - Public Act 452 of 2004, the Identity Theft Prevention Act selection required.
- Required Category - Abusive Labor Practices selection required.
- Required Category - Vendor Disclosures selection required.
- Required Category - Public Purchasing Compliance selection required.
- Required Category - Certification of Michigan Business selection required.
- Required Category - Iran Linked Business selection required.
- Required Category - Convict Labor selection required.
- Required Category - Place of Performance selection required.
- Required Category - SOM Debt/Tax Payment selection required.
- Required Category - Acknowledge Disclaimer selection required.
- Required Category - Authorization to Verify information provided by vendor selection required.

Exit

### Step 2:

- a.) Fill out the form and answer each question. When **ALL** questions have been answered the alerts will be cleared on your Profile.

Terms

Payment Terms: [Dropdown]

Freight Terms: [Dropdown]

Shipping Method: [Dropdown]

Shipping Terms: [Dropdown]

Categories & Certifications

Category: DUNS Number

Description: If you have a DUNS number, check the box below and enter your DUNS URL: <https://mycredit.dnb.com/establish-your-business/>

Please select at most one category value

Select [Dropdown]

☐ Yes, I have a DUNS number and have entered it into the Notes field below.

Save & Exit Save & Continue Reset Cancel & Exit

As mentioned in step 1, the page will default to the General Tab if you have completed ALL your alert questions OR if your company was pre-loaded from the old system (Bid4Michigan).

Maintenance Home Page for: JR Group LLC

**General** Alerts

**Maintain Organization Information**



This section is used for maintaining organization information.

**Maintain Users on this Account**



This section is used to maintain users for the organization.

**Add Users on this Account**



This section is used to add users to the organization.